

**BY ORDER OF THE SUPERINTENDENT
HQ UNITED STATES AIR FORCE ACADEMY**

AFMAN 10-206

**UNITED STATES AIR FORCE ACADEMY
Supplement 1**

12 June 2000

Operations

OPERATIONAL REPORTING

NOTICE: This publication is available electronically on the USAFA WWW site at <http://www.usafa.af.mil/scs/afapbf.htm>.

OPR: 10 ABW/CP
(TSgt Jacqueline H. Blanks)
Supersedes AFMAN 10-206/Sup 1,
15 April 1998

Certified by: 10 ABW/CP
(TSgt Jacqueline H. Blanks)
Pages: 3
Distribution: F

This revision includes Air Force mandated changes to tenant unit reporting and the USAFA Command Post name change to USAFA Command Center. Paragraphs whose content changed are preceded by an (I). Other changes have been made to align this supplement with the basic instruction.

1.1. The USAFA Command Center (10 ABW/CP), referred to as CMD CTR, is the OPR for AFOREPS on USAFA.

1.1.1. (Added). Attachment 5 (Added) outlines operational reports and OPRs, referred to as **units**. Units are responsible for report preparation and coordination. The CMD CTR will review and coordinate operational reports prior to their transmittal.

1.1.2. (Added). Units will identify, by appointment memorandum, to CMD CTR, primary and alternate operational reports monitors that are knowledgeable in composing and submitting operational reports. This memorandum will be updated at least annually or when changes occur.

1.1.3. (Added). Tenant units will identify, by appointment memorandum, to CMD CTR, primary and alternate operational reports monitors that are knowledgeable in composing and submitting operational reports and any parent or MAJCOM operational reporting requirements.

1.3.1. The Commander, 10th Air Base Wing (10 ABW/CC) assumes responsibility for all organizations assigned, attached, or staged through USAFA for timely and accurate reporting under AFOREPS.

1.3.2.1.2.3. (Added). Tenant units required to submit OPREP-3 HOMELINE reports will coordinate and prepare reports. Reports will then be passed to the CMD CTR for transmission. CMD CTR will pass information contained in the reports to 10 ABW/CC to ensure he or she is aware of events or incidents that occur on the installation.

2.4. 10 ABW/CC is authorized to suspend the submittal of all AFOREPS (USAFA and Tenants) during time of degraded communications.

3.1. CMD CTR will notify affected organizational commanders of reportable incidents or accidents, prior to coordinating and transmitting operational reports.

3.3.11. HOMELINE reports are not required by USAFA organizations. Tenant units that are required to submit HOMELINE-level information to parent command or MAJCOMS will compile the information for the report, complete coordination, and pass the information to CMD CTR for transmittal.

3.3.11.1. (Added). Tenant units are required to provide CMD CTR with a copy of their parent or MAJCOM operational reporting requirements.

3.4. 10 ABW/CC is designated as the “Releasing Authority” for all USAFA operational reports released to higher headquarters.

4.3.1. (Added). The Crisis Action Team (CAT) Director [10 ABW/CC or representative] will task the CAT Coordinator to collect and compose SITREP reports and submit them to CMD CTR for transmittal.

Attachment 5 (ADDED)

USAFA OPERATIONAL REPORTS

A5.1. Operational Status Reports:

A5.1.1. Event/Incident Report (OPREP-3) OPR: 10 ABW/CP

A5.1.2. Commander's Situation Report (SITREP) OPR: 10 ABW/CP

A5.1.3. Aircrew/Aircraft Loss Report (LOSREP) (Informational Copy) OPR: 10 ABW/CP, 557 FTS

A5.2. Operational Support Monitoring Reports:

A5.2.1. Bulk Petroleum Contingency Report (REPOL) OPR: 10 ABW/LG

A5.2.2. Medical Report for Emergencies, Disasters and Contingencies. (MEDRED-C) OPR: 10 MDG

A5.2.3. Employment of Military Resources in Natural Disaster Emergencies Within United States, its Territories and its Possessions. (TEMPEST RAPID) OPR: 510 CES/CEF

JACQUELINE H. BLANKS, TSgt USAF
Chief, USAFA Command Center